

BOARD OF ELECTIONS AND VOTER REGISTRATION OF JASPER COUNTY

BOARD MEETING MINUTES – JANUARY 11, 2018

PRESENT: Chairman Joseph Arzillo; Vice Chairperson Pamela M. Williams; Mr. Carl Tyler; Mr. Rodney Catterton; Ms. Carrie Fair; Mrs. Regenia Scott; Mr. John Kemp; Mr. Timothy Crosby and the Director Ms. Jeanine Bostick.

ABSENT: Mrs. Denise Davidson

The meeting was called to order by Chairman Arzillo.

INVOCATION: Mr. Crosby

Pledge Allegiance by all.

APPROVAL OF AGENDA: Motioned by Mrs. Scott and seconded by Mr. Tyler to approve the agenda for tonight's meeting. Motion carried unanimously.

APPROVAL OF MINUTES: November 9, 2017: Motioned by Mr. Kemp and seconded by Mrs. Scott to approve the minutes from the last Board meeting. Motion carried unanimously

PUBLIC COMMENTS: No Comments.

NEW BUSINESS: Preparing for the 2018 Elections: The Director stated she would like to have several Poll Workers Workshops leading up the Poll Workers training before the June Primary. The workshop will be a non payable workshop to the poll workers; however she would like to provide refreshments. Mr. Kemp stated the Board would be making available training to Poll Watchers as well.

City of Hardeeville Election: The Director stated that she and Mr. Kemp attended the last City of Hardeeville monthly meeting and it was stated a transfer of authority ordinance would be drawn up by the City of Hardeeville requesting the County to conduct all of the City of Hardeeville elections during the November General Election's of the even years. The ordinance would also state the City of Hardeeville Board would abolish and all authority would be given to the County Election Board. The Director stated the County Attorney Mr. Tedder emailed examples of ordinances filed in Sumter County in regards to this matter. Mr. Tedder stated he was unsure if the ordinance would be discussed at their January County Council meeting or at their February meeting, however, he would keep us posted.

Poll Clerks Reminders: Mr. Kemp asked that the poll clerk's reminder be included in the election supply bags, these reminders would be beneficial to the poll clerks on Election Day. The Board agreed.

Absentee Voting Procedures: Mr. Kemp asked that the Absentee Voting Procedures be posted in the election office during absentee voting as an information tool to the voters. The Board agreed.

Election Night Guidelines: Mr. Kemp motioned to have the Election Night Guidelines accepted as a tool to help Board Members; Poll Workers and Staff understand the procedures for Election Night. The guidelines would be used as a reference on election night with the understanding these guidelines can be amended at anytime. After much discussion the motion was seconded by Mr. Crosby. (7) Yes: Mr. Kemp; Ms. Fair; Mr. Crosby; Chairman Arzillo; Mrs. Scott; Mr. Catterton and Mr. Tyler. (1) No: Vice Chairperson Williams. Motion carried.

Handling of Complaints: Mr. Catterton stated he would postpone his comments on this topic until he has the opportunity to review the file prior to our next meeting. Mr. Kemp issued to the Board and the Director a copy of a list of guidelines he would like the Board to consider following when handling complaints in the future. Mr. Kemp asked the Board to review and be prepared to discuss at the next Board meeting.

Locked Office Doors: Mr. Catterton stated he had some thoughts and concerns about keeping the front office doors locked. The Director informed the Board the door is kept locked for her and staff safety, however, during absentee voting the doors are not locked. There are two signs always posted at the front entrance ***“Please ring bell if you need assistance” and “Door is lock, please ring bell”***. The Director also stated she or Rosemary maybe working alone in the office on some days and a sign will be posted on the front door to inform you the office is close at this time due to postal errands and lunch break and a time is stated when to expect the office to re-open. Several Board members gave their concerns and it was decided the front office doors would remain locked until the camera and monitor is installed. The Director informed the Board the County has replaced the light bulbs in the VR office and the lighting is much better. The Director also informed the Board the construction of the shelving unit to store our iVotronic voting terminals has begun. The Director has some concerns on how the shelving unit is being built. Mr. Dale Terry is out on medical leave and the completion of the shelving unit is on hold until Mr. Terry returns.

DIRECTOR’S REPORT: The Director informed the Board she spoke with Cindy in the Delegation office to get status on the approval of relocating three precincts, however, Cindy stated the letter sent back in December was never received in their office. The Director informed the Board she emailed a copy of the letter to Cindy and Cindy would forward the letter to the delegation for review and we should hear from the delegation soon.

The Director remained the Board to electronically file their ethics forms by March 30, 2018. The Director also distributed to the Board the instructions issued by the State Ethics Commission on how to process their ethics forms.

The Director asked those Board members attending the SCARE conference to please drop off their door prizes to the VR office by Friday, February 2, 2018.

The Director asked the Board to select another Thursday to meet in February because she and other Board members would be at the SCARE conference on the second Thursday in February. Mr. Kemp suggested meeting after the SCARE conference to get an overview of the conference. February 15th or February 22nd was suggested. The Director will check the chambers availability and let the Board know.

BOARD ISSUES AND CONCERNS: Ms. Fair stated she still had some concerns of the wording used in the Election Day Processing of Absentee Ballot Guidelines.

TOPICS OF DISCUSSION FOR NEXT MEETING:

- Locked Office Doors (Mr. Catterton)
- Handing of Complaints (Mr. Catterton)

ADJOURNMENT: With no further business motioned to adjourn by Ms. Fair, seconded by Mr. Crosby. Meeting adjourn at 6:22pm. Respectfully submitted by: Jeanine M. Bostick, Director

cc: File; Board Members: Judy Frank, Clerk of Council; Andy Fulghum, County Administrator and Jasper County Delegation.